



To/MS: LANL Group Leaders  
From/MS: Pete Nanos, A100  
Phone/Fax: 7-5101/5-2679  
Symbol: DIR-03-013  
Date: January 15, 2003

*Office of the Director*

**SUBJECT: Input Required to Implement Change**

As I have mentioned in many conversations around the lab, to fully support the business and system changes we will be making, I am committed (as a first step) to understanding and, if appropriate, re-designing the group leader job. In order to do so, I'll need your involvement. There are two initial elements that require your immediate attention:

- To begin this process, I have asked that Division Leaders work with their Group Leaders to identify quick fixes that can improve our business performance in the next few weeks. ***Deliverable: Written feedback from Division Leaders is due to the Associate Directors by January 23<sup>rd</sup>.***
- In addition, focus groups will be organized to gather input from all group leaders on the current components necessary to manage a group and the tools, processes, policies and resources required to support effective functioning of that management position in the future. Although I will not be personally able to attend all of these sessions, the focus groups will begin with a video taped message from me underscoring the purpose and expected outcomes of these sessions. Following the focus group meetings, a small team of group leaders will then be tasked to formulate actionable recommendations that result from the data gathered in these sessions. ***Deliverable: Recommendations will be presented by the small team to the SET on February 7<sup>th</sup> for its review and action.***

**NEXT STEPS:**

1. Read ahead materials will be sent to group leaders later this week to prepare for the focus groups.
2. Please plan to attend one of the following focus group sessions listed below:

**Tuesday, January 21, 2003**

**Canyon School Room 164**

8:00 am – 9:30 am  
10:00 am – 11:30 am  
12:00 pm – 1:30 pm  
2:00 pm – 3:30 pm

**Wednesday, January 22, 2003**

**Canyon School Room 165**

8:00 am – 9:30 am  
10:00 am – 11:30 am  
12:00 pm – 1:30 pm  
2:00 pm – 3:30 pm

**Thursday, January 23, 2003**

**Canyon School Room 172**

8:00 am – 9:30 am  
10:00 am – 11:30 am  
12:00 pm – 1:30 pm  
2:00 pm – 3:30 pm

3. Please RSVP to Ronnie Cohen at [rcohen@lanl.gov](mailto:rcohen@lanl.gov) in order to reserve a space in the session that works for your schedule.
4. If you are unable to attend any of these sessions, please contact Ronnie Cohen and she will forward you a questionnaire to ensure your input is included. Please do not send a substitute.

Thank you in advance for your time in participating in this very important project.

GAN:RP/lpm

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